

Campus Office Assistant needed in University Campus in Crete from mid-June to end September. Should be hardworking. Computer knowledge necessary. Salary negotiable. Lots of extras. Send email to: HCampusUn@univ.gr

EMAIL FOR APPLICATION

Dear Sir or Madame,

I \_\_\_\_\_ that you have advertised for this summer at Campus Office. I have office experience from my last summer's job \_\_\_\_\_. For three months \_\_\_\_\_ and working with Microsoft Word, PowerPoint, and Excel to assist in \_\_\_\_\_.

My great attention to detail, and my respect for confidentiality will make me a great candidate for your office assistant position.

I have enclosed my curriculum vitae for your consideration.

\_\_\_\_\_  
\_\_\_\_\_

Mary Spanou

1. Yours faithfully,
2. as an assistant in a Law Company
3. I look forward to hearing from you,
4. preparing the law cases to be discussed at court.
5. am interested in the assistant position
6. my duties have included basic office duties